

**MANUAL CHANGE TRANSMITTAL**

RW 0001 (REV. 10/93)

☒ XXR/W MANUAL CHANGE  
(1993 Edition)**RWMC- 137**PROCEDURAL HANDBOOK  
(1984 Edition)RWPH-\_\_\_\_-\_\_\_\_-\_\_\_\_  
TRANSMITTAL#\_\_\_\_

TITLE:

RELOCATION ASSISTANCE

APPROVED BY:

VERNON V. RHINEHART

DATE ISSUED:

**APR 13 2004**

Page 1 of 1

SUBJECT AREA:

CHAPTER 10 - RELOCATION ASSISTANCE

ISSUING UNIT:

OFFICE OF RIGHT OF WAY PROJECT DELIVERY

SUMMARY OF CHANGES: Updates both the CEFS Form RW 10-29 and Table of Contents.

**PURPOSE**

The purpose of this manual change is to update the address information for the Department of General Services, Traffic Management, on page 2 of CEFS Form RW 10-29, "Residential - Claim for Moving Expense by Moving Service Authorization."

**EFFECTIVE DATE**

Immediately.

**MANUAL IMPACT**

- Remove the superseded pages and insert the attached pages in the Manual.
- Record the action on the Revision Record.

**REVISION SUMMARY****Chapter****Remove Old Pages****Insert New/Revised Pages**

Remove the following in its entirety:

Replace with the following in its entirety:

10 - Forms

Table of Contents (REV 2/2004)  
RW 10-29 (REV 9/1996)Table of Contents (REV 3/2004)  
RW 10-29 (REV 3/2004)

## CHAPTER 10

### Relocation Assistance Table of Contents

#### FORMS

<b><u>Form No.</u></b>	<b><u>Title</u></b>
RW 10-1	Owner's Certification of Tenants
RW 10-2	Claim for Relocation Assistance - Residential
RW 10-3	Relocation Diary
RW 10-4	Hold for Future Use
RW 10-5	Payment Request & Relocation Cost Summary
RW 10-6	Relocation Assistance Appeal
RW 10-7	General Information Notice
RW 10-8	Notice of Intent to Acquire – Owner-Occupant
RW 10-9	Hold for Future Use
RW 10-10	Hold for Future Use
RW 10-11	Notice of Eligibility Letter – 180-Day Owner-Occupant
RW 10-11A	Conditional Entitlement Letter – 180-Day Owner-Occupant
RW 10-12	Notice of Eligibility – 90-Day Occupant
RW 10-13	Conditional Entitlement Letter 90-Day Occupant
RW 10-14	Notice of Eligibility – Nontenured
RW 10-15	Notice of Eligibility - Personal Property Only
RW 10-16	Conditional Entitlement Letter - Nontenured
RW 10-17	Notice of Eligibility - Business, Farm or Nonprofit Organization
RW 10-18	90-Day Information Notice – Residential Occupant
RW 10-19	90-Day Information Notice – Nonresidential Occupant
RW 10-20	90-Day Specific Notice – Residential Occupant
RW 10-21	90-Day Specific Notice – Nonresidential Occupant
RW 10-22	Hold for Future Use
RW 10-23	30-Day Specific Notice – Residential Occupant
RW 10-24	30-Day Specific Notice – Nonresidential Occupant
RW 10-25	Certificate of Occupancy and Receipt of Relocation Information
RW 10-26	Hold for Future Use
RW 10-27	Agreement: (Condemnation Settlement Pending) Price Differential Advance to Owner-Occupant
RW 10-28	Hold for Future Use
RW 10-29	Residential - Claim for Moving Expense by Moving Service Authorization
RW 10-30	Claim for Relocation Assistance - Nonresidential
RW 10-31	Business Self Move Agreement – Move Cost Finding
RW 10-32	Hold for Future Use
RW 10-33	Hold for Future Use
RW 10-34	Hold for Future Use

**Form No.****Title**

RW 10-35	Hold for Future Use
RW 10-36	Hold for Future Use
RW 10-37	Hold for Future Use
RW 10-38	Notice to Acquisition of In-Lieu Payment or Reestablishment Expenses
RW 10-39	Income Certification
RW 10-40	Decent, Safe, and Sanitary Inspection Report
RW 10-41	Computation of Rent Differential Payment
RW 10-42	Replacement Housing Valuation Report Certification and Approval
RW 10-43	Notice of Eligibility – Nonoccupant Owner Leasing Space to Others
RW 10-44	Certification Concerning Legal Residency in the United States (U.S. Residency Certification)
RW 10-45	Agreement to Occupy Replacement Property
RW 10-46	Hold for Future Use
RW 10-47	Self Move Agreement and Claim Form for Under \$10,000 Acquisition

# RESIDENTIAL - CLAIM FOR MOVING EXPENSE BY MOVING SERVICE AUTHORIZATION

RW 10-29 (REV 3/2004)

## PERSONAL INFORMATION NOTICE

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principle purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular. Direct any inquiries on information maintenance to your IPA Officer.

### ALL CLAIMS MUST BE FILED WITHIN 18 MONTHS AFTER:

- (a) For tenants, the date of displacement; or  
(b) For owners, the date of displacement or the date of the final payment for the acquisition of the real property, whichever is later.

STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION	DIST	CO	RTE	KP (P.M.)	EXP AUTH
	AR				
	PARCEL NO.				
	FEDERAL PROJECT NO.				

1. FULL NAME OF CLAIMANT(S):

2. DISPLACEMENT PROPERTY  
ADDRESS:3. REPLACEMENT PROPERTY  
ADDRESS:

## AUTHORIZATION

The person named above is a displaced person within the meaning of the Code of Federal Regulations Title 49, Part 24 (as amended), and is authorized to move his/her household goods from the address in Block 2 above to the address in Block 3 above, under the provisions of said Regulations. Said displaced person is authorized to contract for the moving of his/her household goods (except as listed in Block 4) for the account of the Department of Transportation; such contract to be in accordance with the terms set forth herein and the provisions of said Regulations and any applicable law. Unless previously revoked by notice to the Carrier, this authorization will expire on the date indicated below.

4. MOVING OF THE FOLLOWING ITEMS WILL BE AT SOLE COST OF THE DISPLACED PERSON: ☐ ITEMS TRANSPORTED MORE THAN FIFTY MILES.

OTHER:

5. DATE ISSUED	6. DATE EXPIRES	7. AUTHORIZED SIGNATURE
INSURANCE ELECTION 8. HOUSEHOLD GOODS TO BE INSURED BY CARRIER. CHECK A OR B; IF B, INDICATE AMOUNT. <input type="checkbox"/> A. \$1.50 PER POUND <input type="checkbox"/> B. REPLACEMENT COST \$ _____		ACCEPTANCE BY DISPLACED PERSON 9. THIS AUTHORIZATION ACCEPTED SUBJECT TO TERMS HEREIN AND ON REVERSE SIDE.  SIGNATURE: _____ DATE: _____

## ACCEPTANCE BY CARRIER

The below-named Carrier agrees to move the household goods of the authorized displaced person from the address shown in Block 2 above to the address shown in Block 3 above, completing said move on or before the expiration date shown. Carrier certifies that he/she has filed a "Uniform Tender of Services and Rates for Transporting Used Household Goods" with the California Department of General Services and has been notified of receipt of the Tender by the State, and that to the best of his/her knowledge, he/she is presently on the eligible list of carriers authorized to move household goods shipments for the account of the State. Carrier agrees to provide services in accordance with the provisions of the Tender, the terms of which are hereby incorporated into this agreement and to invoice the Department of Transportation, in triplicate, for such services at the rates and charges specified in Tender. Carrier certifies invoice includes no charges of any nature in connection with moving items listed in Block 4.

CARRIER'S NAME AND ADDRESS	11. DATE MOVE COMPLETED	12. DISTANCE MOVED (PER PUC DISTANCE TABLES) _____ MILES
	13. THIS AUTHORIZATION ACCEPTED SUBJECT TO TERMS HEREIN AND ON REVERSE SIDE. CARRIER'S AUTHORIZED SIGNATURE _____	

# RESIDENTIAL - CLAIM FOR MOVING EXPENSE BY MOVING SERVICE AUTHORIZATION (Cont.)

RW 10-29 (REV 3/2004)

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1. Department of Transportation:

Prepare authorization form in quintuplicate. Complete all portions of form through Block 7. After reviewing terms of Authorization with Displaced Person, provide him/her with an original and two signed copies of Authorization along with list of authorized movers. Mail one copy of Authorization to State Traffic Manager at address in (3), below. Retain one copy in case file.

2. Displaced Person:

Select a carrier from list of authorized movers. Designate type and amount of insurance coverage to be provided by Carrier (see Block 8). Sign all three copies in Block 9. Give original and one copy to Carrier. Have Carrier sign remaining copy in Block 13. Keep that copy for yourself.

3. Carrier:

Sign and give one carbon copy to Displaced Person. After move is complete, return fully signed original Authorization to California Department of General Services, Traffic Management, 1700 National Drive, Sacramento, California, 95834-1965, with itemized freight bill and invoice attached.

4. Department of General Services:

Review freight bill and invoice for compliance with Uniform Tender of Services and Rates and, on approval, return original Authorization to District of origin for payment.

## TERMS - DISPLACED PERSON

In accepting this Moving Service Authorization, the Displaced Person named on the front certifies that he/she:

1. is eligible to receive payment of the actual, reasonable cost of moving his/her household goods;
2. understands that by acceptance of this Authorization, payment for moving expense is assigned to the Carrier selected to move his/her household goods;
3. has not submitted any other claim, or received reimbursement or compensation from any other source, for any item which will be paid for under this Authorization;
4. understands the Department of Transportation will not pay any costs in connection with moving the items listed in Block 4 of this Authorization or incurred in moving in excess of 50 miles as constructed from Public Utilities Commission distance tables, and the Carrier shall be solely responsible for any loss or damage resulting from the move.

## TERMS - CARRIER

In accepting this Moving Service Authorization Carrier agrees, in addition to the "Uniform Tender of Services and Rates for Transporting Used Household Goods," that:

1. the Department of Transportation will not pay any cost or expense in connection with moving the items listed in Block 4 of this Authorization or involved in moving in excess of 50 miles as constructed from Public Utilities Commission Distance Tables;
2. if any such costs are incurred, Carrier will seek payment from the authorized Displaced Person;
3. Carrier shall be solely responsible for any claim of loss or damage to persons or property resulting from the move, and the State shall be held harmless by Carrier from any such claim arising in any way from the move; and
4. in the event of any conflict between the Tender and the terms of this Authorization, the terms of the Authorization shall control.

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### ADA Notice

For individuals with disabilities, this document is available in alternate formats. For information call (916) 654-6410 Voice, CRS: 1-800-735-2922, or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.